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ABSTRACT

The need for a uniform style for bibliographic citations and corresponding footnote references has become evident as more students cite nonprint media resources in their termpapers and theses. This style manual was developed for use by students in undergraduate courses in the Education Media Department of Millersville State College as well as practitioners in the fields of education, library science, and educational technology. It includes sample footnote references and bibliographic citations for specific types of nonprint materials in a variety of formats: (1) charts; (2) dioramas; (3) filmstrips--silent and sound; (4) flashcards; (5) games; (6) globes; (7) kits (exhibits, laboratory, multimedia, and programmed instructional kits); (8) maps; (9) microforms; (10) microscope slides; (11) models; (12) motion pictures; (13) pictures (art originals, prints, photographs, postcards, posters, and study prints); (14) realia; (15) slides; (16) sound recordings; (17) transparencies; and (18) videorecordings. Appendices include a list of abbreviations, a glossary of terms, an index, and a bibliography. The manual follows the format of sample footnote references and corresponding bibliographic entries for print materials in Turabian's Manual for Writers of Term Papers, Theses, and Dissertations, 4th edition. (Author/JPF)

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Citations for NONPRINT MEDIA FORMATS in Term Papers and Theses

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1978

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DEDICATION

To Miss Helen A. Ganser

—our library science teacher

—our inspiration

—our friend

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PREFACE

Today most school libraries contain both print and nonprint materials which students use as references in writing papers. The need for a uniform style for bibliographic citations and corresponding footnote references has become increasingly evident in recent years. A number of publications have dealt with various nonprint formats, but to date none has been designed specifically for school use.

The specific examples of bibliographic citations and footnote references for nonprint media were compiled to meet the needs of students in the undergraduate courses in the Educational Media Department of Millersville State College. Ninety percent of the formats used in the examples were personally examined by the authors in the interest of accuracy and a desire to verify the information available for each type of format. Nonprint formats not currently accessible in most school library media centers are excluded from this style manual; i.e., Machine-readable Data File, Videodisc (to date not produced in the United States), etc.

Descriptive material has been listed for bibliographic citations and footnote references, *not* for descriptive cataloging. A conscientious attempt has been made to be consistent in following the sequence of description in the text.

All of the manuals listed in the bibliography were carefully studied in order to compose a bibliographic citation format for nonprint media which could be used by practitioners in the fields of education, library science, and educational technology.

This manual for nonprint materials follows the format of sample footnote references and corresponding bibliographic entries for print materials in Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations,* 4th ed. Refer to the Turabian manual for information concerning typing footnotes and bibliographies. This manual is also compatible with many other recommended style manuals.

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This preliminary edition is a working copy and is currently being field-tested in the library education classes at Millersville. Comments and suggestions are invited for the improvement of any future editions of this manual.

The authors are grateful to Alice W. Hostetter for her editorial assistance, to Evelyn Zeising, typist, and to Robert Hostetter for cover design.

Mary Emma Llewellyn

Minda M. Sanders

Department of Educational Media
Millersville State College
Millersville, PA 17551

NONPRINT MEDIA FORMATS

The general medium designators are in capital letters and the specific formats are listed under each general medium designator.

1. CHART
   a. Chart
   b. Flannel board set
   c. Flip chart
   d. Graph
   e. Magnetic board set
   f. Relief chart
   g. Wall chart
2. DIORAMA
   a. Diorama
3. FILMSTRIP
   a. Silent filmstrip
   b. Sound filmstrip with cassette
   c. Sound filmstrip with disc
4. FLASH CARD
   a. Card
5. GAME
   a. Game
   b. Puzzle
   c. Simulation
6. GLOBE
   a. Globe
   b. Relief globe
7. KIT
   a. Exhibit
   b. Laboratory kit
   c. Multi-media kit
   d. Programmed instruction kit
8. MAP
   a. Map
   b. Relief map
   c. Wall map
9. MICROFORM
   a. Aperture card
   b. Microfiche
   c. Microfilm

10. MICROSCOPE SLIDE
    a. Microscope slide
11. MODEL
    a. Mock-up
    b. Model
12. MOTION PICTURE
    a. Super 8 mm. film, cartridge or reel, silent
    b. Super 8 mm. film, cartridge or reel, sound
    c. 16 mm. film or kinescope recording, with or without sound
13. PICTURE
    a. Art original
    b. Art print
    c. Photograph
    d. Post card
    e. Poster
    f. Study print
14. REALIA
    a. Actual object
    b. Artifact
    c. Specimen
15. SLIDE
    a. Audioslide
    b. Individual slide
    c. Stereoscope slide
16. SOUND RECORDING
    a. Audiocartridge
    b. Audiocassette
    c. Audiodisc
    d. Open-reel audiotape
17. TRANSPARENCY
    a. Single transparency (with or without overlays)
    b. Transparency set (with or without overlays)
    c. Transparency with motion
    d. Visu-book transparency set
18. VIDEORECORDING
    a. Videocartridge
    b. Videocassette
    c. Videotape (VTR)

FOOTNOTE REFERENCES:
SEQUENCE OF DESCRIPTION

1. Artist, author, composer, creator—if applicable, in normal order (e.g., John Smith)

2. Title—underlined

3. Format—in capital letters and in brackets:
   [GENERAL MEDIUM DESIGNATOR]

4. Series—if applicable

5. Imprint—in parenthesis

   a. Place (if readily available on any part of the format)

   b. Producer or publisher

   c. Date (if no date, use n.d.; if date is from source other than medium, enter that date in brackets; if date is approximate, follow date with a question mark)

6. Collation—not applicable

Note: Punctuation is shown in sample footnote references.

BIBLIOGRAPHIC CITATIONS:
SEQUENCE OF DESCRIPTION

1. Artist, author, composer, creator—if applicable, in inverted order (e.g., Smith, John)

2. Title—underlined

3. Format—in capital letters and in brackets:
   [GENERAL MEDIUM DESIGNATOR]

4. Series—if applicable

5. Imprint
   a. Place (if readily available on any part of the format)
   b. Producer or publisher
   c. Date (if no date, use n.d.; if date is from source other than medium, enter that date in brackets; if date is approximate, follow date with a question mark)

6. Collation—list of physical elements required to describe medium; type of medium will dictate amount of detail stated in the following order:
   a. qualifier
   b. number of pieces
   c. sound
   d. color
   e. accompanying materials

Note: Punctuation is shown in sample bibliographic citations.

SAMPLE FOOTNOTE REFERENCES AND BIBLIOGRAPHIC CITATIONS

The examples in this section include footnote references and bibliographic citations for specific nonprint formats.

The abbreviations "N." and "B." stand respectively for footnote entry and bibliographic citation.

Numbers and letters of sample citations correspond to numbers and letters of Nonprint Media Formats in a preceding section.

In sample citations, general medium designators will be in capital letters enclosed in brackets [SOUND RECORDING].

1. CHART

a. Chart

N. [1]Theater of Dionysus, Athens (350–325 B.C.) [CHART], (Logan, IA: Perfection Form, n.d.).

B. Theater of Dionysus, Athens (350–325 B.C.) [CHART]. Logan, IA: Perfection Form, n.d. B&w, drawing with descriptive diagram.

b. Flannel board set

N. [2]Deborah Breiner Hinkel. Too Much Noise (from Ann McGovern's book) [CHART], (Millersville, PA: Deborah Breiner Hinkel, 1972).

B. Hinkel, Deborah Breiner. Too Much Noise (from Ann McGovern's book) [CHART]. Millersville, PA: Deborah Breiner Hinkel, 1972. Flannel board set, col., vocabulary flash cards, teacher's lesson plan.

c. Flip chart

N. [3]Using Your Library [CHART], (F. A. Owen, 1965).

B. Using Your Library [CHART]. F. A. Owen, 1965. 32 charts (flip), col.

d. Graph

N. [4]Climagraph [CHART], (Northbrook, IL: Hubbard Scientific Co., n.d.).

B. Climagraph [CHART]. Northbrook, IL: Hubbard Scientific Co., n.d. Graph, study guide.

e. Magnetic board set

N. [5]Magnetic Capitals Assortment [CHART], (Paoli, PA: Instructo, n.d.).

B. Magnetic Capitals Assortment [CHART]. Paoli, PA: Instructo, n.d. Magnetic board set.

f. Relief chart

N. [6]General Botany: Flowers and Inflorescences [CHART], Scientific Plastic Series, chart 3, #98-9234 (Dayton, OH: Westab, n.d.).

B. General Botany: Flowers and Inflorescences [CHART]. Scientific Plastic Series, chart 3, #98-9234. Dayton, OH: Westab, n.d. Relief chart, col.

g. Wall chart

N. [7]Words in Color [CHART], (Ann Arbor, MI: Xerox Corp., 1964).

B. Words in Color [CHART]. Ann Arbor, MI: Xerox Corp., 1964. Wall chart, col.

2. DIORAMA

a. Diorama

N. [1]Frogs and Toads [DIORAMA], DCA Daily Diorama, Series V Pond and Stream Life (Warrington, PA: DCA Educational Products, 1968).

B. Frogs and Toads [DIORAMA]. DCA Daily Diorama, Series V Pond and Stream Life. Warrington, PA: DCA Educational Products, 1968. Various pieces, col., guide.

3. FILMSTRIP

a. Silent filmstrip

N. [1]Hildegarde H. Swift and Lynd Ward, The Little Red Lighthouse and the Great Gray Bridge [FILMSTRIP], (Weston, CT: Weston Woods, n.d.).

B. Swift, Hildegarde H., and Ward, Lynd. The Little Red Lighthouse and the Great Gray Bridge [FILMSTRIP]. Weston, CT: Weston Woods, n.d. 1 roll, col., filmstrip text.

b. Sound filmstrip with cassette

N. [2]Newbery Award Sound Filmstrip Sampler [FILMSTRIP], (New York: Miller-Brody, n.d.).

B. Newbery Award Sound Filmstrip Sampler [FILMSTRIP]. New York: Miller-Brody, n.d. 1 roll, col., 1 cassette.

c. Sound filmstrip with disc

N. [3]London and the Mother of Parliaments [FILMSTRIP], (Chicago: SVE, 1975).

B. London and the Mother of Parliaments [FILMSTRIP]. Chicago: SVE, 1975. 1 roll, col., 1 disc, teacher's guide and reading script.

4. FLASH CARD

a. Card

N. [1]Alphabet [FLASH CARD], Help Yourself Flash Cards for Home and School, No. 4574 (New York: Western Publishing, 1962).

B. Alphabet [FLASH CARD]. Help Yourself Flash Cards for Home and School, No. 4574. New York: Western Publishing, 1962. 43 cards, col., guide.

5. GAME

a. Game

N. [1]Roadblock [GAME], (University Creations, 1973).

B. Roadblock [GAME]. University Creations, 1973. Instructions on container.

b. Puzzle

N. [2]Cinderella Jigsaw Story Puzzle [GAME], (American Publishing, 1969).

B. Cinderella Jigsaw Story Puzzle [GAME]. American Publishing, 1969. Puzzle, col., solution on container.

c. Simulation

N. [3]Metropolitics [GAME], (Simile II, 1970).

B. Metropolitics [GAME]. Simile II, 1970. Simulation game, various pieces, director's manuals, participants' manuals, contents on box lid.

6. GLOBE

a. Globe

N. [1]Physical-Political 24-inch Reference Globe [GLOBE], (Chicago: Denoyer-Geppert, 1967).

B. Physical-Political 24-inch Reference Globe [GLOBE]. Chicago: Denoyer-Geppert, 1967. Gyro-disc, col.

b. Relief globe

N. [2]Moon Globe [GLOBE], (Forest Hills, NY: Educational Frontiers, 1969).

B. Moon Globe [GLOBE]. Forest Hills, NY: Educational Frontiers, 1969. Relief globe, manual.

7. KIT

a. Exhibit

N. [1]Russian Family in Moscow [KIT], The Family of Man, a social studies program (Newton, MA: Selective Educational Equipment, 1974).

B. Russian Family in Moscow [KIT]. The Family of Man, a social studies program. Newton, MA: Selective Educational Equipment, 1974. Exhibit, various pieces, teacher's resource guide.

b. Laboratory kit

N. [2]Ecology [KIT], (Chicago: Central Scientific Co., 1971).

B. Ecology [KIT]. Chicago: Central Scientific Co., 1971. Laboratory kit, various pieces, 15 experiments in teacher's guide.

c. Multi-media kit

N. [3]How a Book is Made [KIT], (New York: Media Plus, 1969).

B. How a Book is Made [KIT]. New York: Media Plus, 1969. 3 filmstrips, col., 1 book, 3 discs, 30 bookmarks, teacher's guide.

d. Programmed instruction kit

N. [4]Cyclo-teacher [KIT], (Chicago: Field Enterprises Educational Corp., 1967).

B. Cyclo-teacher [KIT]. Chicago: Field Enterprises Educational Corp., 1967. Programmed instruction kit, instruction booklet.

8. MAP

a. Map

N. [1]The Physical World/The Political World [MAP], (Washington, DC: National Geographic Society, 1975).

B. The Physical World/The Political World [MAP]. Washington, DC: National Geographic Society, 1975. Van der Grinten projection, col.

b. Relief map

N. [2]South America [MAP], (Indianapolis: George F. Cram Co., n.d.).

B. South America [MAP]. Indianapolis: George F. Cram Co., n.d. Relief map, col.

c. Wall map

N. [3]Cram's Simplified Physical-Political Map of the World [MAP], (Indianapolis: George F. Cram Co., 1975?).

B. Cram's Simplified Physical-Political Map of the World [MAP]. Indianapolis: George F. Cram Co., 1975? Wall map, Armadillo projection, col.

9. MICROFORM

a. Aperture card

N. [1]Accountant; A View of the Future [MICROFORM], Pennscript #1 (Harrisburg, PA: Pennscript Production Center [1976]).

B. Accountant; A View of the Future [MICROFORM]. Pennscript #1. Harrisburg, PA: Pennscript Production Center [1976]. Aperture card.

b. Microfiche

N. [2]Michael Owen Shannon, To Trace a Law: Use of Library Materials in a Classroom Exercise [MICROFORM], (New York: City University of New York, 1975).

B. Shannon, Michael Owen. To Trace a Law: Use of Library Materials in a Classroom Exercise [MICROFORM]. New York: City University of New York, 1975. 1 fiche.

c. Microfilm

N. [3]"Watch Out for Food Poisoning," Changing Times, August 1975, pp. 36–38 [MICROFORM], (Englewood, CO: Information Handling Services, 1975).

B. "Watch Out for Food Poisoning." Changing Times, August 1975, pp. 36–38 [MICROFORM]. Englewood, CO: Information Handling Services, 1975. Microfilm.

10. MICROSCOPE SLIDE

a. Microscope slide

N. [1]Insects [MICROSCOPE SLIDE], (Aristo-Craft Distinctive Miniatures, n.d.).

B. Insects [MICROSCOPE SLIDE]. Aristo-Craft Distinctive Miniatures, n.d. 12 slides (glass), stained.

11. MODEL

a. Mock-up

N. [1]What Has Black Eyes and Brown Lungs? Tarayton Smokers [MODEL], The Billboard Smokers Series (Waco, TX: Spenco, 1971).

B. What Has Black Eyes and Brown Lungs? Tarayton Smokers [MODEL]. The Billboard Smokers Series. Waco, TX: Spenco, 1971. Mock-up, plexi-glass on metal stand, smoking machine, col., operational instructions on verso.

b. Model

N. [2]Ruler [MODEL], (Nifty, n.d.).

B. Ruler [MODEL]. Nifty, n.d. Col., American standard measure, Roman numerals on verso.

12. MOTION PICTURE

a. Super 8 mm. film, cartridge, silent

N. [1]The Police Department [MOTION PICTURE], Community Services Series (Cambridge, MA: Ealing, 1970).

B. The Police Department [MOTION PICTURE]. Community Services Series. Cambridge, MA: Ealing, 1970. Cartridge, super 8 mm., si., col., notes on case.

b. Super 8 mm. film, cartridge, sound

N. [2]Joseph R. McCarthy: Thunder on the Right, 1949-1954 [MOTION PICTURE], The History Machine Series (New York: Chelsea House [1969]).

B. Joseph R. McCarthy: Thunder on the Right, 1949–1954 [MOTION PICTURE]. The History Machine Series. New York: Chelsea House [1969]. Cartridge, super-8 mm., sd., b&w.

c. 16 mm. film recording with sound

N. [3]Robert McCloskey, The Doughnuts (from Homer Price) [MOTION PICTURE], (Weston, CT: Weston Woods, 1963).

B. McCloskey, Robert. The Doughnuts (from Homer Price) [MOTION PICTURE]. Weston, CT: Weston Woods, 1963. 16 mm., sd., col.

13. PICTURE

a. Art original

N. [1]Leon Martz, Helen A. Ganser [PICTURE], (Millersville, PA: Ganser Library, Millersville State College, n.d.).

B. Martz, Leon. Helen A. Ganser [PICTURE]. Millersville, PA: Ganser Library, Millersville State College, n.d. Original oil painting.

b. Art print

N. [2]Andrew Wyeth, Christina's World [PICTURE], (New York: Shorewood Reproductions, 1973).

B. Wyeth, Andrew. Christina's World [PICTURE]. New York: Shorewood Reproductions, 1973. Art print, col., text on verso.

c. Photograph

N. [3]The White House [PICTURE], (Rockford, IL: Giant Photos, n.d.).

B. The White House [PICTURE]. Rockford, IL: Giant Photos, n.d. Photograph, col.

d. Post card

N. [4]Millersville State College, View of Old Main [PICTURE], (Mount Joy, PA: Stel-Mar Color, n.d.).

B. Millersville State College, View of Old Main [PICTURE]. Mount Joy, PA: Stel-Mar Color, n.d. Post card, col.

e. Poster

N. [5]Ezra Jack Keats, How Roberto Made His Mouse (from Dreams) [PICTURE], (New York: Macmillan Publishing, n.d.).

B. Keats, Ezra Jack. How Roberto Made His Mouse (from Dreams) [PICTURE]. New York: Macmillan Publishing, n.d. Poster, pictures with directions to make paper mouse.

f. Study print

N. [6]Familiar Cloud Forms [PICTURE], (Chicago: SVE, 1964).

B. Familiar Cloud Forms [PICTURE]. Chicago: SVE, 1964. 8 study prints, col.

14. REALIA

a. Actual object

N. [1]Coconut Fruit [REALIA], (Philadelphia: Philadelphia Museums, n.d.).

B. Coconut Fruit [REALIA]. Philadelphia: Philadelphia Museums, n.d. Actual object.

b. Artifact

N. [2]Balalaika [REALIA], (Newton, MA: Selective Educational Equipment, 1974).

B. Balalaika [REALIA]. Newton, MA: Selective Educational Equipment, 1974. Artifact.

c. Specimen

N. [3]Rocks of Wales [REALIA], (Glamorgan, Wales: Ammonite, n.d.).

B. Rocks of Wales [REALIA]. Glamorgan, Wales: Ammonite, n.d. 12 rock and mineral specimens mounted in box.

15. SLIDE

a. Audioslide

N. [1]Wild Plants to Eat [SLIDE], (Madison, TN: Outdoor Eduquip, 1975).

B. Wild Plants to Eat [SLIDE]. Madison, TN: Outdoor Eduquip, 1975. 1 carousel, col., 1 cassette, 1 workbook, script and study guide.

b. Individual slide

N. [2]Prehistoric Man—India/China [SLIDE], World History 400, Cartridge A (Pleasantville, NY: Guidance Associates/Harcourt, Brace and World, 1968).

B. Prehistoric Man—India/China [SLIDE]. World History 400, Cartridge A. Pleasantville, NY: Guidance Associates/Harcourt, Brace and World, 1968. 1 carousel (Daylight Black-board Projection), col., teacher's handbook.

c. Stereoscope slide

N. [3]Carlo Collodi, Pinocchio [SLIDE], Packet B311 (New York: GAF View-master [1959]).

B. Collodi, Carlo. Pinocchio [SLIDE]. Packet B311. New York: GAF View-master [1959]. Three 7-scene reel stereograph cards, col., story booklet.

16. SOUND RECORDING

a. Audiocartridge

N. [1]Fiddler on the Roof [SOUND RECORDING], (New York: RCA, 1964).

B. Fiddler on the Roof [SOUND RECORDING]. New York: RCA, 1964. Stereo 8-track audiocartridge from the original Broadway Cast recording.

b. Audiocassette

N. [2]Ward Weldon, Realities of Classroom Management [SOUND RECORDING], (Tulsa, OK: Instructional Media, 1975).

B. Weldon Ward. Realities of Classroom Management [SOUND RECORDING]. Tulsa, OK: Instructional Media, 1975. 6 audiocassettes, 12 lectures, enclosed in book format.

c. Audiodisc

N. [3]The Frog Pond [SOUND RECORDING], Conversation between Lawrence and Peter Kilham (Side A), Pictures in Sound Series (Providence, RI: Droll Yankees, 1969).

B. The Frog Pond [SOUND RECORDING]. Conversation between Lawrence and Peter Kilham (Side A), Pictures in Sound Series. Providence, RI: Droll Yankees, 1969. Audiodisc.

d. Open-reel audiotape

N. [4]Introducing French [SOUND RECORDING], Modern Language Tapes (New York: Holt, Rinehart and Winston, 1964).

B. Introducing French [SOUND RECORDING]. Modern Language Tapes. New York: Holt, Rinehart and Winston, 1964. 6 reel-to-reel audiotapes.

17. TRANSPARENCY

a. Single transparency without overlays

N. [1]United States (states) [TRANSPARENCY], (Elizabethtown, PA: Continental Press, 1967).

B. United States (states) [TRANSPARENCY]. Elizabethtown, PA: Continental Press, 1967. B&w.

b. Transparency set with overlays

N. [2]Significant Laws That Changed U.S. History [TRANSPARENCY], Series GT-37, Part III (New York: AEVAC, 1969).

B. Significant Laws That Changed U.S. History [TRANSPARENCY]. Series GT-37, Part III. New York: AEVAC, 1969. 6 sheets (attached overlays), col.

c. Transparency with motion

N. [3]Volcano [TRANSPARENCY], Geology Series, 23001A (Springfield, MA: Milton Bradley, 1968).

B. Volcano [TRANSPARENCY]. Geology Series 23001A. Springfield, MA: Milton Bradley, 1968. Transparency with motion, col., card with special notes.

d. Visu-book transparency set

N. [4]Educational Direction, Inc., Shakespeare: Life, Times and Theater [TRANSPARENCY], (Holyoke, MA: Scott Education Division, 1970).

B. Educational Direction, Inc. Shakespeare: Life, Times and Theater [TRANSPARENCY]. Holyoke, MA: Scott

Education Division, 1970. Visu-book transparency set, 18 sheets (attached overlays), col., teacher's guide.

18. VIDEORECORDING

a. Videocartridge

N. [1]Bound Buttonholes [VIDEORECORDING], NV-P530 (Osaka, Japan: Panasonic, n.d.).

B. Bound Buttonholes [VIDEORECORDING]. NV-P530. Osaka, Japan: Panasonic, n.d. Videocartridge.

b. Videocassette

N. [2]The Great Mojave Desert [VIDEORECORDING], (Washington, DC: National Geographic Society, 1971).

B. The Great Mojave Desert [VIDEORECORDING]. Washington, DC: National Geographic Society, 1971. Videocassette, col.

c. Videotape (VTR)

N. [3]Air Pollution [VIDEORECORDING], The Community of Living Things—Man and His Environment Series (Bloomington, IN: National Instructional TV Center, n.d.).

B. Air Pollution [VIDEORECORDING]. The Community of Living Things—Man and His Environment Series. Bloomington, IN: National Instructional TV Center, n.d. Videotape (VTR), b&w.

APPENDIX I — ABBREVIATIONS

app.	appendix
b&w	black and white
ca.	(circa) about
co.	company
col.	color
comp(s).	compiler(s)
corp.	corporation
ed(s).	edition(s); editor(s)
e.g.	(exempli gratia) for example
etc.	(et cetera) and so forth
fig(s).	figure(s)
mm.	millimeter (.03937 inch); millimeters
n.d.	no date
no(s).	number(s)
pseud.	pseudonym
rev.	revised
sd.	sound
ser.	series
si.	silent
vol(s).	volume(s)

Note: Official United States Postal Service abbreviations have been used for state names in citations.

APPENDIX II — GLOSSARY

General medium designators, terms which indicate the basic format of materials, are printed in all capital letters.

Specific designators, which provide more exact identification of formats, are underscored. Following the definition of a specific designator there is a reference made to the general medium designator.

Definitions of other descriptive terms are included in this glossary.

Accompanying material. Guides, notes, leaflets, audio and visual material issued with the work to convey its concepts more completely.

Actual object. See REALIA.

Aperture card. A data card with a microfilm insert. See MICROFORM.

Art original. The picture originally created by the artist. See PICTURE.

Art print. A printed reproduction of a work of art, generally issued without textual annotation. See PICTURE.

Artifact. Any object made or modified by man. See REALIA.

Audiocartridge. A permanently encased single reel of magnetic tape which has ends joined together to form a continuous loop. See SOUND RECORDING.

Audiocassette. A permanently encased magnetic tape that winds from reel to reel. See SOUND RECORDING.

Audiodisc. A phonograph record composed of a substance on which audio signals may be recorded and played back. See SOUND RECORDING.

AUDIORECORDING. See SOUND RECORDING.

Audioslide. A slide which is mounted in a magnetically coated frame on which sound is recorded, or in a frame on which there is a short length of audiotape. An audioslide requires audioslide (often called Sound-on-slide) equipment for use. See SLIDE.

Card. See FLASH CARD.

Cartridge. A permanently encased single reel of film or tape which has ends joined together to form a loop that provides playback without rewinding. See MOTION PICTURE; SOUND RECORDING; VIDEORECORDING.

Cassette. A permanently encased film or magnetic tape that winds and rewinds from reel to reel. See SOUND RECORDING; VIDEORECORDING.

CHART. A sheet of opaque material exhibiting information in graphic or tabular form or by the use of contours, shapes or figures.

Collation. The physical description of the work which guides the user in the selection of any equipment which may be necessary to utilize the material.

Designator. See Medium designator.

DIORAMA. A three-dimensional representation of a scene.

Disc. See Audiodisc.

ERIC document. See Microfiche; MICROFORM.

Exhibit. A collection of objects and materials arranged in a setting to convey a unified idea. See KIT.

Fiche. See Microfiche; MICROFORM.

Film. See MOTION PICTURE.

Film loop. A short length of film with the ends joined together in a continuous loop that provides playback without rewinding. See MOTION PICTURE.

FILMSTRIP. A roll of film on which there is a succession of still pictures intended for projection one at a time.

Flannel board set. Symbols designed for use on a flannel board which form a chart when they are displayed. See CHART.

FLASH CARD. A card or other opaque material with words, numerals or pictures designed to be displayed briefly by hand or by mechanical device for the purpose of drill or recognition training.

Flip chart. A set of subject-integrated charts usually hinged at the top which can be flipped in a progressive presentation. See CHART.

Format. See Medium designator.

Frame. One of the successive pictures on a motion picture or filmstrip.

GAME. A set of materials designed for competitive play according to prescribed rules and intended for recreation or instruction.

General medium designator. A term which indicates the basic format of material. See also Medium designator.

GLOBE. A sphere upon which is depicted a map of the earth or of the heavens, showing the elements in their relative size and proper relationships.

Graph. A diagram using dots, bars, or lines to represent the interrelationship of two or more things. See CHART.

Imprint. A term which denotes producer's or publisher's name and date of publication.

Individual slide. See SLIDE.

Kinescope. A motion picture photographed from a television screen and usually mounted on a reel. See MOTION PICTURE.

KIT. Two or more media which are not fully interdependent and, therefore, may be used separately. Does not include sound filmstrips, slide/audiotapes, and similar items unless they are accompanied by other materials.

Laboratory kit. A collection of items or materials which may be in only one medium, intended for a special purpose, such as use in a laboratory. See KIT.

Magnetic board. An iron base surface to which objects may be attached by means of magnets. See CHART.

Magnetic board set. A collection of magnetized objects that make a chart when they are placed on a magnetic board. See CHART.

MAP. A representation, usually on a flat surface, of areas of the earth or of the heavens.

Media. Plural form of medium.

Medium. A means of mass communication.

Medium designator. Medium designators are used to distinguish one type of physical format from another. Medium designators are either general physical form designators which indicate the basic format of the material or specific physical form designators which provide a more exact identification of the format, alerting the user to the possible need for special equipment in order to utilize the item.

Microfiche. A sheet of film, usually 4x6 inches (102x150 mm.) with image reduction sufficient to reproduce up to 208 pages per sheet. See MICROFORM.

Microfilm. Microimages on film (open-reel or cartridge) which is generally about 100 feet long. See MICROFORM.

MICROFORM. A generic term for media that carry printed information in a reduced size. The two major divisions are: (1) those reproduced on transparent film; (2) those reproduced on opaque cards. Both divisions require a reading device that employs transmitted light and magnifies the images.

MICROSCOPE SLIDE. A slide, usually made of glass, designed to permit the examination of an object through a microscope or micro-projector.

Mock-up. A representation of a device or a process which may be modified for training or analysis to emphasize a particular part or function. See MODEL.

MODEL. A three-dimensional representation of a real thing in the exact size of the original or to scale; includes sculptural reproductions.

MOTION PICTURE. A series of still pictures on film, with or without sound, designed to be projected in rapid succession to produce the optical effect of motion.

Motion transparency. See Transparency with motion.

Multi-media kit. A collection of subject-related materials in more than one medium intended for use as a unit. No one medium is so clearly dominant that the others are dependent or accompanying. See KIT.

Open-reel. A tape or film mounted on an open reel, and designed to play from reel to reel. See MOTION PICTURE; SOUND RECORDING; VIDEORECORDING.

Overhead transparency. See TRANSPARENCY.

Overlay. An additional transparent sheet superimposed over a transparency and modifying the original image.

Phonodisc. See SOUND RECORDING.

Phonograph record. See SOUND RECORDING.

Phonorecord. See SOUND RECORDING.

Photograph. An image produced on a sensitized surface by the action of light. See PICTURE.

PICTURE. A representation made on opaque material by drawing, painting, photography or other techniques of graphic art.

Post card. See PICTURE.

Poster. A large illustration designed for display. See PICTURE.

Producer. The company, institution, organization or individual who determines the content and form of the material, and is responsible for its manufacture or production as publishers are responsible for book format.

Producer's serial number. The number assigned by the producer to identify any item in a series.

Programmed instruction kit. A sequential presentation of material on a given subject designed to lead the user step-by-step to an understanding of the subject. See KIT.

Programmed learning. See Programmed instruction kit.

Puzzle. A work which presents a problem that requires solution, and tests problem-solving skills. See GAME.

Qualifier. When the general medium designator needs additional explanation, a qualifier gives the necessary detail of objects.

REALIA. Real things as they are, without alteration.

Reel. A cylinder, spool or frame which is used to wind tape or film.

Reel-to-reel. See Open-reel.

Relief chart. A chart which presents graphic information in a raised or three-dimensional form. See CHART.

Relief globe. A globe which shows the contours of the earth or of the planets in raised surfaces. See GLOBE.

Relief map. A map which shows the contours of the earth or of the planets in raised surfaces. See MAP.

Series. A group of separate works numbered or unnumbered, usually related to one another by subject or content and bearing a collective title.

Silent filmstrip. A filmstrip produced with captions on the frame, or without captions and accompanied by a script. Such a filmstrip has no audio accompaniment. See FILMSTRIP.

Simulation. A work which presents a model of a real situation that requires role-playing and interaction from the players. See GAME.

16 mm. film or kinescope recording. See MOTION PICTURE.

SLIDE. An image, usually photographic, on film, glass or other transparent material, intended for projection.

Sound filmstrip. A filmstrip with sound track on disc or cassette usually recorded separately. See FILMSTRIP.

SOUND RECORDING. A registration of sound vibrations on a material substance by mechanical or electronic means so that sound may be reproduced.

Specific medium designator. A term which provides a more exact identification of the format of material than a general medium designator. See also Medium designator.

Specimen. A part or aspect of some item that is typical of the character of others in its same class or group. See REALIA.

Standard 8 mm. film. See Super 8 mm. film.

Stereograph slide. See Stereoscope slide.

Stereoscope slide. A pair of transparent pictures presented to give a three-dimensional effect when viewed through a stereoscope. See SLIDE.

Study print. A picture, generally with accompanying text, prepared specifically for teaching purposes. See PICTURE.

Super 8 mm. film. At the present time super 8 mm. film has superceded standard 8 mm. film; therefore, no sample footnote reference or bibliographic citation is included in this manual for standard 8 mm. film.

Super 8 mm. film, cartridge or reel, silent. See MOTION PICTURE.

Super 8 mm. film, cartridge or reel, sound. See MOTION PICTURE.

Tape recording. See SOUND RECORDING.

Title. The name of a work, including any alternative title or subtitle.

TRANSPARENCY. An image on transparent material designed to be used with an overhead projector or a light box.

Transparency with motion. A single transparency which requires a special attachment on an overhead projector to produce the optical effect of motion. See TRANSPARENCY.

Videocartridge. A permanently encased single reel of videotape which has the ends joined together to form a continuous loop. See VIDEORECORDING.

Videocassette. A permanently encased videotape that winds from reel to reel. See VIDEORECORDING.

VIDEORECORDING. A transcription of audio and video signals recorded for playback through a television receiver.

Videotape (VTR). A magnetic tape upon which audio and video signals are recorded for playback through a television receiver. This tape is available in a variety of widths (from $\frac{1}{4}$ inch to 2 inches) and a variety of speeds. See VIDEORECORDING.

Visu-book transparency set. A set of transparencies with related material in notebook format which requires a special attachment on an overhead projector. See TRANSPARENCY.

Wall chart. A chart designed to be displayed on the wall. See CHART.

Wall map. A map designed to be displayed on the wall. See MAP.

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